



## **Non- Civil Service HEP C Surveillance Data Entry Operator**

The Office of Acute Communicable Diseases is seeking a detail oriented professional who is quick to learn and displays efficient work ethics.

### Position Overview

The HEP C Surveillance Data Entry Operator will have understanding of Hepatitis C case definitions in order to accurately enter reports into a web-based surveillance system. To ensure records are complete and accurate, the individual must be detail oriented and comfortable with provider follow-ups via phone. Other responsibilities may include, but are not limited to, attending meeting with partners and stakeholders to provide performance updates and share findings, maintaining and filing HCV paper reports alphabetically, assisting with date stamping incoming faxes of HCV and other communicable diseases as necessary, and performing weekly quality assurance measures of records entered into web-based surveillance system to ensure completeness and accuracy.

### Responsibilities include:

1. Data entry of viral hepatitis C disease reports to the web-based National Electronic Disease Surveillance System; detail-oriented to ensure records are complete and accurate according to CDC HCV case surveillance definition; create investigation record or associate electronic laboratory reports in NEDSS
2. Follow-up with provider or case reporter to facilitate complete reporting of demographic information on patients, including if currently on HCV care/treatment
3. Collaborate closely with the HCV surveillance project team to conduct outreach visits and phone calls to ensure providers and laboratories are reporting complete patient information on patients to the Health Department.
4. Attend meetings with CDC, DHMH HCV project team, partners and stakeholders to provide performance updates and share findings.
5. Maintain and file HCV paper reports alphabetically.
6. Assist with date stamping incoming faxes of disease reports of HCV and other communicable diseases as necessary. Functions as back up to other support staff in the program.
7. Perform weekly quality assurance of records entered in NEDSS to ensure completeness and accuracy of surveillance data.
8. Perform related work as required.

### Qualifications

- Knowledge of the principles and practices of computerized data entry
- Ability to maintain accurate records and keep patient confidential medical information secure
- Good reading, writing, and communication skills
- Ability to work independently and maintain effective working relationships with others

### Minimum Education and Experience Requirements

Graduation from an accredited high school or possession of a GED certification with at least 6 months experience in data entry is required.

An Associates or Bachelors degree of relatable practice preferred

### Compensation and Benefits

Commensurate with level of education or experience

### Application and Selection

For consideration, please send resume and cover letter referencing the job title in the subject line to:

Kristine Garcia, [kristine.garcia@baltimorecity.gov](mailto:kristine.garcia@baltimorecity.gov)

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